Michigan E-Quote System

E-Quote is an Internet based-paperless quotation filing system. Suppliers may transact liquor product quotation business with the Michigan Liquor Control Commission.

Listed below are the available E-Quote Screens.

<u>View Item</u>

Change	Effective	Approval	Values that can be changed
View only by vendor			None

Vendors can view their items at any time. This screen shows information including the last change to the item with the associated effective date.

<u>New Item</u>

Change	Effective	Approval	Values that can be changed
New Item	Monthly	Commission	All except submitted and effective date fields base and shelf price

All fields need to be completed to accept for commission review.

<u>Delete Item</u>

Change	Effective	Approval	Values that can be changed
Deletions	Monthly	Commission	None

Verify that the correct liquor code is entered before submitting.

<u>Case Cost Change</u>

Change	Effective	Approval	Values that can be changed
Case cost	Quarterly	Staff	New case cost

Case Cost Changes are effective quarterly. It is Commission policy that a Value Added Product shall not be lower in price than the same spirit product without attached merchandise.

<u>Proof Change</u>

Change	Effective	Approval	Values that can be changed
Proof not significant	Monthly	Immediate	Proof, Brand Name
Proof significant	Monthly	Commission as new item and deleted item	Proof, Brand Name

If the proof change is *greater* than 10%, E-Quote will cancel the liquor code number and assign a new liquor code to the new proof item. If the change in proof is 10% or less, the same liquor code number will be kept and the change is automatically approved immediately.

Case Size Change

Change	Effective	Approval	Values that can be changed
Case size	Monthly	Commission as a new item and deleted item	Case size, case weight, pallet, tier size, case cost. Shelf price remains the same.

Non-standard case sizes are accepted for approved reasons. Case Size Change results in a new liquor code number being assigned for the new case size. The current case size liquor code number is deleted.

GTIN (UPC) Change

Change	Effective	Approval	Values that can be changed
UPC	Monthly	Immediate	UPC

**GTIN is the new 14-digit version of the UPC.

Weight/Pallet Change

Change	Effective	Approval	Values that can be changed
Pallet/tier/weight	Monthly	Immediate	Pallet size, tier size, case weight

Keeping this information current helps your Authorized Distribution Agent (ADA) manage your inventory more efficiently.

Label Change

Change	Effective	Approval	Values that can be changed
Label	Monthly	Immediate	TTB ID

Label changes are effective monthly. The vendor enters the new 14-digit TTB ID number from the Federal Certificate of Label Approval and submits the change.

ADA Change

Change	Effective	Approval	Values that can be changed
ADA	Quarterly	Staff	ADA

ADA Changes can occur on a quarterly basis. MLCC must receive a written notice from the vendor.

Vendor Change

Change	Effective	Approval	Values that can be changed
Vendor	Monthly	Staff	None

Vendor Changes can occur monthly. MLCC must receive documentation in regards to the products affected.

Vendor and ADA Change

Change	Effective	Approval	Values that can be changed
Vendor & ADA	Quarterly	Staff after reviewing contract information	ADA

Vendor and ADA Changes can occur quarterly. MLCC must receive a written notice from the vendor.

Correct Pending Items

Change	Effective	Approval	Values that can be changed
Quote	Monthly or quarterly	Item goes through applicable process	All except submitted and effective date fields, base and shelf price

Once a quotation has been filed it can be viewed at the Correct Pending Items screen until processed. Vendors may wish to visit this screen often. If a quotation is rejected, the item will be listed in *red*. The quote can be corrected and resubmitted for consideration.

Update Contact Info

Change	Effective	Approval	Values that can be changed
Vendor	Immediate	None	Contact person(s) name, e-mail address, telephone number

Contact information may be updated at any time. Vendors will provide a contact name, email and phone number. The person(s) indicated will receive electronic notifications of product transactions, including approvals, disapprovals, and quotes rejected for correction.